
Interagency Contracts Coordinating Team (ICCT)

Meeting Minutes

September 13, 2005

Attending: Laura Nelson (OFM), Gary Banning (DOC), Melanie Buechel (OSPI), Tom Goldsby (L&I), Anne Holm (SAO), Del Hontanosas (CTED), Susan Johnsen (OFM), Debbie Kettelhut (DVA), Meggan Leonard, (OSPI), Jim Matthews (DOH), John Nispel (DOC), Larry Oline (ESD), Nancy Ringstad (DOL), Mark Tyler (DSHS), and Megan McKay (OFM)

Training Curriculum: Performance-Based Service Contracting

Laura started the meeting by informing the group that the Risk-Based Audit contract has been awarded to FCS Group. The agencies selected for this audit are the Employment Security Department, Washington State Patrol, and the Department of Services for the Blind.

FCS Group will also be conducting research and training on performance-based service contracting, so the group held a discussion about the specific topics for this training. The concept for the class will be a one day training of approximately 50 contracting staff and possibly some program staff.

The following ideas for this training were submitted from the group:

- A detailed overview on how to write and manage contracts as well as clear definitions.
- Emphasis on the Statement of Work – what to measure, how to place a value on each deliverable, to include any tools and helpful resources available to staff.
- Any references/resources available with examples from other states, or governmental entities.
- Measuring performance of the contractor – how to improve the language included in the solicitation to help determine performance measures.
- Contract Management, how to manage and make sure contractor is performing as expected/outlined in the contract.

Kudos went to L & I for recently receiving the Governor's Award for one of their performance-based contracts.

Laura will keep the group informed of the progress of the performance-based training arrangements as well as the audits.

Charting Our Own Course for Contracts

Reference was made to the meeting minutes from May 10, 2005, which contained a list of ideas regarding the future of state contracts. Laura asked the group to reiterate the items they thought were most important from the list.

The following was noted:

- Rules less onerous (one set of rules, one procurement authority, under one agency). The state of Oregon currently conducts all contracting under a single domain. This is a topic the group is interested in discussing further and will be an agenda item at the next meeting, which will be in November. **Tom has a summary of contract procurement authorities, which he will send out to the group.** (*Document attached.*)
- Policy Oversight Board (if agencies continue to have separate authority over contracts, at least have one centralized board that sets the policy.)
- Single access to contracts for customers/contractors, which is already a work in-progress, as demonstrated by the use of WEBS and SmartBuy.
- Consistency in terminology, contract numbers, etc., among state agencies. This will be eminent if the statewide database becomes a realization. DSHS shared that they have had difficulties with city and counties when using certain language from the current contract templates they use. Possibly different templates for Interlocal versus Interagency might be helpful.

The group explored ideas regarding getting started with standardizing the contract terminology, templates, etc. Some of the following ideas were shared:

- The group shares ideas for creating an updated interagency template to be submitted for AGO approval and then adds it to the guidelines.
- A subcommittee drafts a document including contracting terminology, templates etc., that are currently used by all the different state agencies.
- The group explored the idea of creating a plan and delegating the legwork for the project.
- It was suggested to take this project on in small “chunks” at a time, come to agreement within the agencies and then move on to the next “chunk”.
- Compile a library of terms and language clauses that can be applied to each agreement, depending on the individual contractual needs. The AG’s office currently has a library of terms but they aren’t available to other agencies.
- It was suggested to “marry” the plain talk conversions with this project in order to gain the support of management. This will accomplish two important goals: updating templates and writing templates in plain talk. The group realized that if plain talk is included, there will have to be a way to measure the performance that will have to be defined by the group. This could require more resources and the determination of how to measure these successes.

L&I is currently working with their “Plain Talk staff” to review some of their templates. Tom will report to the group with the review results when the document(s) has been returned to his office.

DSHS also reported the agency is currently working on some updates to their contracting system as well. They have been working on documents that will automatically select the necessary language and terms for building the appropriate agreement for each contractual need.

The group decided that updating the interagency agreement template will be the most beneficial to all. The data sharing agreement template will be next. Tom indicated that Linda Cornwall, L & I, will be an excellent reference for help with the data sharing agreement, as she has already been working with a subcommittee from the WACs group on this issue.

Laura asked the group for volunteers for a sub-committee to oversee this project. The following agencies agreed to participate:

- DSHS
- DOC
- DVA
- DOH
- CTED
- DOL

A facilitator for the sub-committee will be appointed at the first meeting. **Laura volunteered to arrange the first meeting for the group and asked that calendars for availability be forwarded to her within the week. She will look at scheduling the first subcommittee meeting for the first week of October.**

Tom asked the group if they knew the status regarding the data sharing agreement template(s) the WACS group is working on updating. Melanie said the group is still working on this project. There was no report at this time.

Next Meeting Agenda

- RCWs/Statutes/Procurement Authority – combining rules into one authority
- Report from subcommittee regarding interagency agreement template

If you have suggestions for other agenda items, please contact Laura Nelson, 725-5259.

NEXT MEETING

The October meeting has been cancelled and the next meeting will be on November 8, 2005.

The meeting location has changed – we are moving these meetings to the third floor of the General Administration building – Conference Room 331L, which is located next to the OFM Contract Services office. If you come into the Contract Services office, which is also located on the third floor of the GA building, Room 311 (take an immediate right off the elevator and the Contracts office is the last door on the left), we will direct you to the conference room from there. The meeting will be at the usual time, 1:30 p.m. to 3:30 p.m.



STATE OF WASHINGTON

DEPARTMENT OF LABOR AND INDUSTRIES

Administrative Services - Contracts Office - PO Box 44831, Olympia, WA 98504-4831

Washington Association of Contract Specialists (WACS)

WACS February 21, 2002 Meeting

Training Initiative

In response to suggestions at the WACS group meeting on November 15, 2001, we would like to suggest that we develop lesson plans for training on the various state procurement processes. We would greatly appreciate your comments and suggestions.

It would be a full day of training. We would invite each of the agencies that have a significant role in the procurement process to deliver a brief presentation addressing their agency's role, processes, and/or services which impact the acquisition of goods, services and facilities. Agencies invited to participate will be those a) with regulatory authority, b) with responsibility for insuring compliance to procurement regulations, c) provide procurement/contracting services for other agencies or d) have policies and/or regulations that impact procurement.

Agencies invited to participate in the presentation would include:

- Office of Financial Management (OFM)
- State Finance Committee
- General Administration (GA)
- Department of Information Services (DIS)
- Public Printer (PRT)
- Office of the State Treasurer (OST)
- Department of Personnel (DOP)
- Department of Services for the Blind (DSB)
- Department of Transportation (DOT)
- Department of Revenue (DOR)
- Office of the State Auditor (SAO)

THE PURPOSE of the presentation is to provide an overview, which covers the various processes developed by each agency to expedite the procurement process. Presentations on expedited processes would include a brief ½ hour overview of each agency's role including references to:

- RCWs, WACs, regulations, guidelines,
- Delegations,
- Exemptions,
- Required documentation, and
- Requirements based on dollars, commodity, urgency, etc.

THE GOAL of this project is two fold:

1. To provide attendees with a greater understanding of the procurement processes and
2. Develop a lesson plan that may be used by all state agencies.

Agencies invited to participate and their responsibilities related to state procurement:

- Office of Financial Management (OFM)**
Personal Service contracting, RCW 39.29; Client Service contracting for personal services, RCW 39.29; Travel and travel related services, RCW 43.03.110 & 120; Investments in financial systems, RCW 43.88; Acceptance of credits cards, RCW 40.10, etc.
- State Finance Committee**
Lease/purchase or finance arrangements, RCW 39.94
- General Administration (GA)**
 1. Office of State Procurement (OSP)
Acquisition of goods and services, RCW 43.19
 2. Risk Management
Insurance, Bonds and notary public commissions, RCW 43.19.1935
 3. Real Estate Division
Purchase, lease, rental and alteration of privately owned space and buildings
 4. Division of Capitol Facilities (DCF)
Maintenance of state owned buildings on Capitol Campus
 5. Division of Engineering and Architectural Services (E&AS)
Design and construction of state owned facilities, RCW 39.80 and 39.04
- Department of Information Services (DIS)**
Acquisition of IT goods and services, telecommunications equipment, etc., RCW 43.105
- Public Printer (PRT)**
Printing services, RCW 43.78
- Office of the State Treasurer (OST)**
Contracting with financial institutions, RCW 43.08.015
- Department of Personnel (DOP)**
Consultant and training contracts available for state agency use
- Department of Services for the Blind (DSB)**
Vending and cafeteria services
- Department of Transportation (DOT)**
Highway design and construction, RCW 47.28 and 39.80
- Department of Revenue (DOR)**
Regulations which impact state procurement
- Office of the State Auditor (SAO)**
Audits procurement process